



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES

KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO. 698

DATE: April 15, 2008

TO: All Case Managers and Income Maintenance Workers

FROM: Iowa Medicaid Enterprise, Bureau of Long Term Care

SUBJECT: New Process for Assessment Submission for Level of Care for the Home and Community Based Services Brain Injury and Mental Retardation waivers

This letter is to inform all Iowa Medicaid Home and Community Base Service (HCBS) waiver Case Managers and Income Maintenance Workers of the revised method to submit the Brain Injury and Mental Retardation assessment forms to the Iowa Medicaid Enterprise (IME). With the volume of assessments received each day, having the assessments faxed to a dedicated fax number will assist in expediting the time frame for processing the level of care requests. Therefore, it is requested that all assessments be faxed into IME versus sending electronically to nurse reviewer staff. The fax number is 515-725-1349. This is the ONLY number that will deliver the assessments to the IME Medical Services nurse reviewer staff.

Current process prior to 04/15/08:

A TCM may complete the assessment tool by:

- Entering the information into an electronic template and submit electronically to the IME Medical Services nurse review staff. The template can be found at http://www.ime.state.ia.us/HCBS/help_ownhome.html OR:
- By completing a paper copy and submit via mail or fax to the IME Medical Services nurse review staff.

New Process Effective 04/15/08:

A TCM may complete the assessment tool by

- Entering the information into an electronic template then **print off and fax** to the IME Medical Services nurse review staff at 515-725-1349. The template can be found at http://www.ime.state.ia.us/HCBS/help_ownhome.html OR:
- By completing a paper copy and submit via mail or fax to the IME Medical Services nurse review staff at 515-725-1349.

The process for reviewing level of care has not changed.

If you have any questions with this process you may contact the IME Medical Services Unit at 1-800-383-1173 or locally at 515-725-1008.